

NOTICES OF PROPOSED RULEMAKING

Unless exempted by A.R.S. § 41-1005, each agency shall begin the rulemaking process by first submitting to the Secretary of State's Office a Notice of Rulemaking Docket Opening followed by a Notice of Proposed Rulemaking that contains the preamble and the full text of the rules. The Secretary of State's Office publishes each Notice in the next available issue of the *Register* according to the schedule of deadlines for *Register* publication. Due to time restraints, the Secretary of State's Office will no longer edit the text of proposed rules. We will continue to make numbering and labeling changes as necessary.

Under the Administrative Procedure Act (A.R.S. § 41-1001 et seq.), an agency must allow at least 30 days to elapse after the publication of the Notice of Proposed Rulemaking in the *Register* before beginning any proceedings for adoption, amendment, or repeal of any rule. A.R.S. §§ 41-1013 and 41-1022.

NOTICE OF PROPOSED RULEMAKING

TITLE 4. PROFESSIONS AND OCCUPATIONS

CHAPTER 26. BOARD OF PSYCHOLOGIST EXAMINERS

PREAMBLE

1. Sections Affected

R4-26-101.
R4-26-102.
R4-26-103.
R4-26-104.
R4-26-105.
R4-26-106.
R4-26-107.
R4-26-108.
R4-26-201.
R4-26-202.
R4-26-203.
R4-26-203.
R4-26-204.
R4-26-205.
R4-26-206.
R4-26-207.
R4-26-208.
R4-26-209.
R4-26-210.
R4-26-211.
R4-26-303.
R4-26-308.

Rulemaking Action

Amend
Amend
Amend
Amend
Amend
Amend
Amend
Repeal
New Section
Amend
Repeal
New Section
Amend
Amend
Amend
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Amend

2. The specific authority for the rulemaking, including both the authorizing statute (general) and the statutes the rules are implementing (specific):

Authorizing statute: A.R.S. § 32-2063(A)(9)

Implementing statutes: A.R.S. §§ 32-2063(A)(2),(3), and (8), 32-2064(B), 32-2066(B), 32-2071, 32-2071.01, 32-2072, 32-2073, 32-2074, 32-2075, 32-2076, 32-2081, 32-2084, 32-2085, and 41-1073

3. A list of all previous notices appearing in the Register addressing the proposed rule:

Notice of Rulemaking Docket Opening: 6 A.A.R. 714, February 18, 2000

4. The name and address of agency personnel with whom persons may communicate regarding the rule:

Name: Maxine McCarthy, Executive Director

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Address: Board of Psychologist Examiners
1400 W. Washington, Room 235
Phoenix, AZ 85007

Telephone: (602) 542-8162

Fax: (602) 542-8279

5. An explanation of the rule, including the agency's reasons for initiating the rule:

The Board initiated the proposed rules as a result of the Board's 5-year rule review approved by the Governor's Regulatory Review Council on April 6, 1999. The proposed rules remove the numbering in Section R4-25-101, Definitions. The definitions will be kept in alphabetical order which will make future amendments less complicated. The proposed rules also add new definitions for "additional examination" and "directly available" and amend other definitions for clarity, conciseness, and understandability. The proposed rules amend retention requirements for client records, list the requirements for applications for a psychologist's license, clarify examinations requirements, clarify renewal requirements, clarify continuing education requirements, and make numerous grammar, format, and punctuation changes to provide a clear, concise, and understandable document.

The Board believes that making these rules will benefit the public health and safety by establishing clear and understandable standards governing the practice of psychology.

6. A reference to any study that the agency proposes to rely on in its evaluation of or justification for the rule and where the public may obtain or review the study, all data underlying each study, any analysis of the study, and other supporting material:

Not applicable

7. A showing of good cause why the rule is necessary to promote a statewide interest if the rule will diminish a previous grant of authority of a political subdivision of this state:

Not applicable

8. The preliminary summary of the economic, small business, and consumer impact:

The Board will incur minimal costs in writing and publishing the rules, notifying interested parties of the new rules after approval, and complying with license timeframes. License applicants and the Board will benefit from increased consistency and efficiency in the licensure process. There are no expected costs for other government entities, psychologists, or the public.

9. The name and address of agency personnel with whom persons may communicate regarding the accuracy of the economic, small business, and consumer impact statement:

Name: Maxine McCarthy, Executive Director

Address: Board of Psychologist Examiners
1400 W. Washington, Room 235
Phoenix, AZ 85007

Telephone: (602) 542-8162

Fax: (602) 542-8279

10. The time, place, and nature of the proceedings for the approval, amendment, or repeal of the rule or, if no proceeding is scheduled, where, when, and how persons may request an oral proceeding on the proposed rule:

Comments may be written or presented orally. Written comments must be received by 5:00 p.m. on Monday, May 1, 2000. An oral hearing is scheduled for:

Date: May 1, 2000

Time: 10:00 a.m.

Location: 1400 W. Washington, Room 235
Phoenix, AZ 85007

A person may request information about the oral hearing by contacting the person listed above.

11. Any other matters prescribed by statute that are applicable to the specific agency or to any specific rule or class of rules:

Not applicable

12. Incorporations by reference and their location in the rules:

None

13. The full text of the rules follows:

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CHAPTER 26. BOARD OF PSYCHOLOGIST EXAMINERS

ARTICLE 1. GENERAL PROVISIONS

Section

R4-26-101.	Definitions
R4-26-102.	Board Meetings <u>Officers</u>
R4-26-103.	Official Signatures
R4-26-104.	Advisory Committee <u>Committees</u>
R4-26-105.	Confidentiality of Board Records
R4-26-106.	Client Records
R4-26-107.	Current Address
R4-26-108.	Application Deadline <u>Repealed</u>

ARTICLE 2. LICENSURE

Section

R4-26-201.	<u>Application Deadline</u>
R4-26-202.	Doctorate
R4-26-203.	Evaluation of Applicant Credentials <u>Repealed</u>
<u>R4-26-203.</u>	<u>Application for Licensure</u>
R4-26-204.	Examinations
R4-26-205.	Renewal of License
R4-26-206.	Inactive Status
R4-26-207.	Continuing Education
R4-26-208.	Timeframes for Processing Applications
Table 1.	Timeframes (In Days) for Processing Applications
R4-26-209.	General Supervision
R4-26-210.	Internship or Training Experience
R4-26-211.	Foreign Graduates

ARTICLE 3. REGULATION

Section

R4-26-303.	Titles
R4-26-308.	Rehearing <u>or Review</u> of Decision

ARTICLE 1. GENERAL PROVISIONS

R4-26-101. Definitions

In this Chapter, the following terms mean:

“Additional examination” means an examination administered by the Board to determine the competency of the applicant and may include the applicant’s knowledge and application of Arizona law, the practice of psychology, ethical conduct, and psychological assessment and treatment practices.

1. “Administrative completeness review” means the Board’s process for determining that an applicant has provided all of the information and documents required by Board statute or this Chapter.
2. “Advertising” means the use of any communications media, whether paid or unpaid by a psychologist, to disseminate information regarding the qualifications of the psychologist or to solicit clients for psychological services. Methods of advertising include a published statement or announcement, directory listing, business card, personal resume, brochure, or any electronic communication conveying professional qualifications or promoting the use of the psychologist’s professional services.
3. “Applicant” means an individual requesting licensure, renewal, or approval from the Board.
4. “Application packet” means the forms and documents the Board requires an applicant to submit or be submitted on an applicant’s behalf.

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5. “Case”, in the context of ~~R4-26-106(E)~~ R4-26-106(D), means a legal cause of action instituted before an administrative or judicial court.
6. “Case conference” means ~~an informal~~ a meeting ~~among psychologists~~ that includes the discussion of a particular client, ~~or case, or diagnosis~~ that is related to the practice of psychology.
7. “Client record” means, ~~in addition to “adequate records” as defined in A.R.S. § 32-2061(A)(2), any assessment, plan of intervention, consultation, hand-written note, summary report, testing report, relevant supporting data, or a release form obtained from a client or third party~~ “medical records” as defined in A.R.S. § 12-2291(4), and all records pertaining to the assessment, evaluation, consultation, intervention, treatment, and the provision of psychological services in any form or medium.
8. “Confidential record” means:
- a. Minutes of an executive session of the Board;
 - b. A record that is classified as confidential by a law or rule applicable to the Board;
 - c. An applicant’s or licensee’s college or university transcript requested by a person other than the applicant or licensee;
 - d. All materials relating to an investigation by the Board, including a complaint, response, client record, witness statement, investigative report, or any other information relating to a client’s diagnosis, treatment, personal or family life. The Board shall disclose if an investigation is being undertaken and the general nature of the investigation;
 - e. Home address and home telephone number;
 - f. Test scores; and
 - g. Social security number.
9. “Days” means calendar days.
10. “Diplomate” means a status bestowed on a person by the American Board of Professional Psychology after successful completion of the work and examinations required.
- “Directly available”, in the context of A.R.S. § 32-2071(D)(2), means immediately available in person, by telephone, or by electronic transmission.
11. “Dissertation” means a document prepared as part of a graduate doctoral program that includes, at a minimum, separate sections that:
- a. Review the literature on the psychology topic being investigated, state each research question under investigation, and state each hypothesis investigated;
 - b. Describe the method or procedure used to investigate each research question or each hypothesis;
 - c. Describe and summarize the findings and results of the investigation;
 - d. Discuss the findings and compare them to the relevant literature presented in the literature review section; and
 - e. List the references used in the various sections of the dissertation. A majority of the references used in the dissertation shall either be listed in the American Psychological Association’s journal, Psychological Abstracts, or classified as a psychology subject by the Library of Congress.
12. “Fellow” means a rank or position bestowed on a person by a psychology association or society.
13. “Gross negligence” means a psychologist’s breach of duty to know or have reason to know of facts that would lead a reasonable psychologist to realize that the psychologist’s act or failure to act creates an unreasonable risk of harm and involves a high degree of probability that substantial harm may result.
14. “Internship training program” means the supervised professional experience required in A.R.S. § 32-2071(D).
15. “National examination” means the national written examination provided by the Association of State and Provincial Psychology Boards.
16. “Party” means the Board, an applicant, ~~or a licensee,~~ and the State.
17. “Primarily psychological”, in the context of A.R.S. § 32-2071(A)(6), means subject matter that covers the practice of psychology as defined in A.R.S. § 32-2061(A)(8).
18. “Psychometric testing” means measuring cognitive and emotional processes and learning.
19. “Raw test data” means information collected during a psychologist’s assessment and evaluation.
20. “Residency” means the same as in A.R.S. § 32-2071(H), except domicile or hospital residency.
21. “Retired”, as used in A.R.S. § 32-2073(E), means a psychologist has permanently stopped practicing psychology, as defined in A.R.S. § 32-2061(A)(8).

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- 22. "Substantive review" means the Board's process for determining if an applicant meets the requirements of A.R.S. § 32-2071 through § 32-2076 and this Chapter.
- 23. "Successfully completing", in A.R.S. § 32-2071(A)(4), means receiving a passing grade in a course from a school or institution.
- 24. "Supervise" means to control, oversee, and review the activities of an employee, intern, ~~or~~ trainee, or resident who provides psychological services.
- 25. "Supervisor" means a psychologist licensed or certified as a psychologist in the state in which the supervision occurs.
- 26. "Three or more graduate semester hours" means 3 16-week semester hours, 4 12-week quarter hours, or 5.33 9-week trimester hours.

R4-26-102. Board Meetings Officers

Pursuant to Under A.R.S. § 32-2063(A)(8), the Board shall meet ~~prior to July 1 before December 31~~ of each year to elect a ~~chairman~~ chairperson, a vice ~~chairman~~ chairperson, and a secretary who shall take office on ~~July 1~~ January 1 of ~~that the next~~ year and serve until ~~June 30~~ December 31 of ~~the following that~~ year. When a vacancy occurring occurs in the office of chair-
man chairperson, vice chairman chairperson, or secretary, the Board shall be filled by a Board election elect a replacement
officer at the next scheduled Board meeting.

R4-26-103. Official Signatures

The ~~chairman~~ chairperson, vice ~~chairman~~ chairperson, or secretary, elected ~~pursuant to under~~ A.R.S. § 32-2063(A)(8), shall sign correspondence, forms, legal documents, or other official papers of the Board. The ~~chairman~~ chairperson, vice ~~chairman~~ chairperson, or secretary may delegate this duty to another Board member, or the executive director.

R4-26-104. Advisory Committee Committees

The Board may appoint advisory committees for the purpose of conducting investigations and making recommendations to the Board concerning official actions to be taken or considered by the Board regarding the licensing process or disciplinary matters.

R4-26-105. Confidentiality of Board Records

- A. ~~All records which are open to public inspection shall be viewed at the Board office during business hours which are~~ A per-
son may view public records in the Board office only during business hours Monday through Friday from 8:00 a.m. to 5:00 p.m., excluding holidays.
- B. All Board records are open to public inspection and copying except ~~those that are confidential, as follows:~~ records as
defined in R4-26-101.
 - 1. ~~Minutes of executive sessions.~~
 - 2. ~~Records which are classified as confidential by laws or rules applicable to the Board.~~
 - 3. ~~College or university transcripts of applicants for licensure or of persons licensed as psychologists, except that the~~
~~person on whom the file is kept may view or copy such records.~~
 - 4. ~~All materials relating to an ongoing or concluded investigation by the Board, including the complaint, response,~~
~~patient records, witness statements, investigative reports, or any other information relating to the client's diagnosis,~~
~~treatment, personal or family life; however, the public may be informed that an investigation is being undertaken and~~
~~of the general nature of the investigation.~~

R4-26-106. Client Records

- ~~A.~~ Pursuant to A.R.S. § 32-2061(13)(s), a client has a right to information in the client's record.
- ~~BA.~~ A psychologist shall not require payment for the psychological services which led to the creation of a client's record as a prerequisite to providing such material condition record release on a client's or third party's payment for services.
- ~~CB.~~ A psychologist shall release, with a client's written consent, the client's raw test data or psychometric testing materials may be released, with the client's written consent, to another licensed psychologist. Any other disclosure of Without a cli-
ent's consent, a psychologist shall release a client's raw test data or psychometric testing materials shall only be made
only to the extent required by federal or state Arizona law or court order compelling production.
- ~~DC.~~ All A psychologist shall retain all client records, including records of a client who has died while under the care and treat-
ment of the psychologist, shall be retained for a minimum of ~~seven~~ 7 years from the date of the last client activity, except
copies of audio or video tapes created primarily for training or supervisory purposes. If a client is a minor, the psycholo-
gist shall retain all client records for a minimum of 3 years past the client's 18th birthday or 7 years from the date of the
last client activity, whichever is longer.
- D. A psychologist who has been notified by the Board or municipal, state, or federal officials of an investigation or pending case by the Board or municipal, state, or federal officials shall retain all records relating to that investigation or case until the psychologist has received written notification that the investigation ~~has been is~~ completed or that the case ~~has been is~~ closed. A psychologist who is on inactive status pursuant to A.R.S. § 32-2073(E) is not exempt from this rule.

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- E.** A psychologist shall have a written plan for the maintenance and disposition of client records in the event of the psychologist's death, incapacity, or any cessation of practice.
- F.** A psychologist who is on inactive status under A.R.S. § 32-2073(E) is not exempt from this rule.

R4-26-107. Current Address

A psychologist's failure to receive a renewal notice or other mail ~~which~~ that the Board sends to the most recent address ~~which the psychologist has placed on file with the Board office is not justification for an untimely license renewal or the omission of any other action required by the psychologist.~~

~~R4-26-108. Application Deadline Repealed~~

~~A license application and all related supporting materials and documentation shall be completed and filed at the Board office at least 60 days prior to the date of the next scheduled written examination. An applicant who does not meet this deadline shall not sit for that examination.~~

ARTICLE 2. LICENSURE

R4-26-201. Application Deadline

A license application and all related supporting materials and documentation, including reference forms mailed from the Board office and any additional information requested by the Board, shall be completed and filed at the Board office at least 60 days prior to the date of the next scheduled written examination. An applicant who does not meet this deadline shall not sit for that examination.

R4-26-202. Doctorate

A. ~~The Board shall apply the following criteria apply to determine whether an applicant has received a doctorate based on if a doctoral program of studies, as required by, complies with A.R.S. § 32-2071-;~~

- ~~1. To determine whether a A program is "identified and labeled as a psychology program" pursuant to under A.R.S. § 32-2071(A)(2), the Board shall determine whether if the university, college, department, school, or institute had institutional catalogues and brochures that specified its intent to educate and train psychologists, at the commencement of the applicant's degree program-;~~
- ~~2. To determine whether a A program "stands as a recognized, coherent organizational entity" pursuant to under A.R.S. § 32-2071(A)(2), the Board shall determine whether if the university, college, department, school, or institute had a psychology curriculum that was an organized sequence of study of courses at the commencement of the applicant's degree program-; and~~
- ~~3. To determine whether a A program has "clearly identified entry and exit criteria" within its curriculum pursuant to under A.R.S. § 32-2071(A)(2), the Board shall examine whether if the university, college, department, school, or institute has entry requirements that outline the prerequisites for entrance into the program and the sequence of study and whether the requirements for graduation are delineated.~~
- ~~4. To determine whether a comprehensive examination taken by an applicant as part of a doctoral program in psychology satisfies the requirements of A.R.S. § 32-2071(A)(4), the applicant shall have the educational institution that granted the doctoral degree provide documentation, directly to the Board, which demonstrates how the applicant's comprehensive examinations were constructed, the criteria for passing, and the information used to determine that the applicant passed.~~

~~**5B.** To determine whether an applicant satisfies the requirements of A.R.S. § 32-2071(A)(4) by successfully completing at least three or more graduate level semester hours, or the equivalent quarter hours, in the content areas required by The Board shall verify that an applicant has completed the hours in the subject areas described in A.R.S. § 32-2071(A)(4)(a) through (h)-. For this purpose, the applicant shall have the institution that the applicant attended provide, directly to the Board, an official transcript of all courses taken.~~

~~1. The Board shall verify that an applicant's transcripts have been prepared solely by the institution under A.R.S. § 32-2071(A)(7), by determining if the applicant had any input into any stage of the transcript drafting process.~~

~~2. The Board may require additional documentation from the applicant or from the institution to determine if the applicant has satisfied the requirements of A.R.S. § 32-2071(A)(4).~~

B. ~~The residency requirement of A.R.S. § 32-2071(I) shall be construed as being applicable to the applicant's graduate program at the institution granting the doctoral degree.~~

C. The criteria to determine if a comprehensive examination taken by an applicant as part of a doctoral program in psychology satisfies the requirements of A.R.S. § 32-2071(A)(4), shall be that the educational institution that granted the doctoral degree provide documentation, directly to the Board, that demonstrates how the applicant's comprehensive examinations were constructed, the criteria for passing, and the information used to determine that the applicant passed.

CD. The Board shall not accept credit hours for life experiences, for workshops, practicum practica, or undergraduate courses from any degree-granting university or institution of higher education, for life experiences, or for credits transferred from institutions that are not accredited pursuant to under A.R.S. § 32-2071(A)(1), to satisfy a requirement of A.R.S. § 32-2071(A)(4).

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- ~~DE.~~ ~~No~~ The Board shall count a course or comprehensive examination ~~shall be counted more than~~ only once to satisfy a requirement of A.R.S. § 32-2071(A)(4).
- ~~EE.~~ An honorary doctorate ~~or other degree based upon credit granted for life experiences does~~ shall not qualify an applicant for ~~certification~~ licensure as a psychologist.
- G.** The Board shall not accept as core program credits practica, workshops, continuing education courses, experiential or correspondence courses, or life experiences. The Board shall accept core program credits for seminar or readings courses and independent study only if the applicant provides substantiation that the course was an in-depth study devoted to a particular core area. The applicant shall substantiate through 1 or more of the following:
1. Course description in official college catalogue;
 2. Course syllabi; or
 3. Signed statement from a dean or psychology department head detailing that the course was an in-depth study devoted to a particular core area.

R4-26-203. Evaluation of Applicant Credentials Repealed

- A.** An applicant for licensure shall submit for Board review the following information for the Board to determine the applicant's eligibility to take the Board's examinations or to have such examinations waived:
1. Pursuant to A.R.S. § 32-2063(A)(3), the Board's application form completed and signed by the applicant and notarized. This form requires the following applicant information:
 - a. Name, addresses, and telephone numbers;
 - b. Educational background and training;
 - c. Licensing and disciplinary history;
 - d. Employment history;
 - e. Membership in professional associations;
 - f. Criminal and malpractice history;
 - g. Medical history; and
 - h. Photographs.
 2. Pursuant to A.R.S. § 32-2063(A)(3), as part of the content of the application, favorable written references of the applicant confirming, to the best knowledge of the person issuing the reference, that the applicant has not engaged in any act or conduct that constitutes grounds for disciplinary action against a licensee of the Board pursuant to A.R.S. § 32-2071.01(3) from two professional references familiar with the applicant. Providing references who indicate only that they know the applicant or are not aware of an unfavorable report concerning the applicant does not constitute credentials necessary for licensure. The reference shall be from individuals who are either Arizona licensed psychologists, diplomates, or fellows or members in good standing of the American Psychological Association, Canadian Psychological Association, or the American Psychological Society and who have knowledge of the applicant's professional activities within the three years prior to the date of submission of the applicant's application. If it has been more than three years since the applicant has engaged in professional activity as a psychologist or as a doctoral candidate in psychology, then the applicant may submit references from individuals who have the same credentials described previously herein and who have knowledge of the applicant's aforementioned activity, as a psychologist or as a doctoral candidate, for the most recent three-year period that the applicant engaged in the aforementioned activity. If none of the foregoing persons are available to the applicant, other psychologists who are licensed or certified to practice psychology in the United States or Canada who have knowledge of the applicant's professional activities within the three years prior to the date of submission of the applicant's application shall be acceptable.
 3. Pursuant to A.R.S. § 32-2071(A), official transcripts covering the applicant's graduate training. These transcripts shall be sent to the Board by the institution and shall contain a notation of degrees awarded or be accompanied by an official notice of the date and name of the degrees awarded and the name of the department awarding the degrees.
 4. An affidavit from the supervisor or administrator of the applicant's supervised internship or training program verifying that the applicant's training satisfied the requirements of A.R.S. § 32-2071(D).
 5. An affidavit from the supervisor of the applicant's postdoctoral experience verifying that the applicant's postdoctoral experience satisfied the requirements of A.R.S. § 32-2071(E).
 6. A written description from the applicant of the components of the applicant's doctoral program to show that the applicant's doctoral program satisfied the core program requirements of A.R.S. § 32-2071(A)(4).
 7. A signed, written statement from the applicant that the applicant has completed a residency that satisfies the requirements of A.R.S. § 32-2071(I) in its entirety.
- B.** If seeking waiver of the written examination for the practice of psychology based upon previous testing, the applicant shall request the Professional Examination Service to send the applicant's previous test scores directly to the Board.
- C.** If seeking waiver of the Board's written examination based upon diplomate status, the applicant shall request the American Board of Professional Psychology to send verification of such status directly to the Board.

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R4-26-203. Application for Licensure

- A.** An applicant for a psychologist license shall submit an application packet to the Board that includes an application form provided by the Board, signed and dated by the applicant, and notarized that contains:
1. Applicant's name, business and home addresses, social security number, business and home telephone numbers, and date and place of birth;
 2. Whether the applicant is a diplomate of the American Board of Professional Psychology;
 3. Name of each jurisdiction in which the applicant is currently or has been licensed as a psychologist;
 4. Whether the applicant has applied for licensure as a psychologist in any other jurisdiction and date of each application;
 5. Whether the applicant is licensed or certified in a profession or occupation other than psychology;
 6. Whether the applicant has ever taken the national examination in psychology, name of each jurisdiction in which taken, and each date of examination;
 7. Whether the applicant has ever had an application for a professional license, certification, or registration denied or rejected by any jurisdiction;
 8. Whether the applicant has ever had disciplinary action initiated against the applicant's professional license, certification, or registration, or had a professional license, certification, or registration suspended or revoked by any jurisdiction;
 9. Whether the applicant has ever entered into a consent agreement or stipulation arising from a complaint against any professional license, certification, or registration;
 10. Whether the applicant is a member of any professional association in the field of psychology and name of association;
 11. Whether the applicant has ever had membership in a professional association in the field of psychology denied or revoked;
 12. Whether the applicant is currently under investigation for or has been found guilty of violating a code of professional ethics of any professional organization;
 13. Whether the applicant is currently under investigation for or has been found guilty of violating a code of unprofessional conduct by any jurisdiction;
 14. Whether the applicant has ever been sanctioned or placed on probation by any jurisdiction;
 15. Whether the applicant has been convicted of a felony or a misdemeanor other than a minor traffic offense, or has ever entered into a diversion program in lieu of prosecution, including any convictions that have been expunged or deleted;
 16. Whether the applicant has been sued in civil or criminal court pertaining to the applicant's practice as a psychologist, the applicant's work under the certificate/license in another profession, or the applicant's work as a member of a particular profession;
 17. Whether the applicant is currently addicted to alcohol or any drug that in any way impairs or limits the applicant's ability to practice;
 18. Whether the applicant has any medical, physical, or psychological condition that may in any way currently impair or limit the applicant's ability to safely and effectively practice psychology;
 19. Name and address of each university or college from which the applicant graduated, dates of attendance, date of graduation, degree received, name of department, and major subject area;
 20. Major advisor's name, department, and title of dissertation or Psy.D. project of the doctoral degree;
 21. Official title of the doctoral degree program or predoctoral specialty area;
 22. Whether the predoctoral internship was an American Psychological Association approved program or an Association of Psychology and Postdoctoral Internship Center program;
 23. Each location at which the applicant participated in an internship training program and each supervisor's name;
 24. Areas of professional competence;
 25. Intended area of professional practice in psychology;
 26. Name, position, and address of at least 2 references who:
 - a. Are licensed psychologists, diplomates of the American Board of Professional Psychology, fellows or members in good standing of the American Psychological Association, Canadian Psychological Association, or American Psychological Society, or other psychologists who are licensed or certified to practice psychology in a United States or Canadian jurisdiction and who are not members of the Arizona Board of Psychologist Examiners;
 - b. Are familiar with the applicant's work experience in the field of psychology or postdoctoral program for 3 years immediately preceding the date of submission of the application. If more than 3 years have elapsed since the applicant last engaged in professional activities in the field of psychology or in a postdoctoral program, the references may be from the most recent 3 year period in which the applicant engaged in professional activities in the field of psychology or in a postdoctoral program. If none of the references required by this subsection are available to the applicant, the Board may accept references from psychologists who are licensed in any state of the United States or any other foreign country who have knowledge of the applicant's professional activities within 3 years from the date of the submission of the application; and

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- c. Recommend the applicant for licensure;
- 27. A history of employment in the field of psychology including the beginning and ending dates of employment, number of hours worked per week, name and address of employer, name and address of supervisor, and type of employment in the field of psychology;
- 28. Whether the applicant is requesting a temporary license under A.R.S. § 32-2073, if applicable;
- 29. Information to demonstrate that the applicant satisfied the core program requirements in A.R.S. § 32-2071(A)(4) and R4-26-202;
- 30. A notarized statement, verified under oath by the applicant, that the information on the application pertains to the applicant, is true and correct, and has not been procured through fraud or misrepresentation;
- 31. Two passport photographs of the applicant no larger than 1-1/2 x 2 inches taken not more than 60 days before the date of application;
- 32. Fee required by the Board; and
- 33. Any other information authorized by statute.
- B.** In addition to the requirements of subsection (A), an applicant for a psychologist's license shall arrange to have directly submitted to the Board:
 - 1. An official transcript from each university or college from which the applicant has received a graduate degree and the date received;
 - 2. An official document from the degree-granting institution indicating that the applicant has completed a residency that satisfies the requirements of A.R.S. § 32-2071(H) in its entirety;
 - 3. An affidavit from the applicant's supervisor if available or a psychologist knowledgeable of the applicant's internship training program, verifying that the applicant's internship training program meets the requirements in A.R.S. § 32-2071(D);
 - 4. An affidavit from the applicant's postdoctoral supervisor if available or a psychologist knowledgeable of the applicant's postdoctoral experience verifying that the applicant's postdoctoral experience meets the requirements in A.R.S. § 32-2071(E); and
- C.** In addition to the requirements above, for approval to sit for the additional exam, an official notification of the applicant's score on the national examination.
 - 1. An applicant who has passed the national examination and is seeking an exemption under A.R.S. § 32-2072(C) shall have the examination scores sent directly to the Board by the professional examination service.
 - 2. If seeking an exemption under A.R.S. § 32-2072(C) due to the applicant's status as a diplomate of the American Board of Professional Psychology, an applicant shall arrange to have a verification of diplomate status sent directly to the Board by the American Board of Professional Psychology.

R4-26-204. Examinations

A. General Rules

- 1. The Board administers the national examination and may administer the additional examination.
- 2. Under A.R.S. § 32-2072(B), an applicant who fails an examination three or more times, in Arizona or any other jurisdiction, shall comply with the following requirements pursuant to A.R.S. § 32-2072(B) prior to taking another examination:
 - a. ~~No further examinations shall be administered in Arizona and no future scores from any other jurisdiction shall be considered until the~~ The applicant meets shall meet with the Board to review the areas of deficiency and to develop and implement a program of study and practice experience designed to remedy the applicant's deficiencies. This remedial program shall consist of course work, self study, internship experience, supervision, or any combination of these.
 - b. ~~A new license application shall be submitted~~ An applicant shall submit a new license application only after completion of the remedial program described in subsection (A)(1)(a)(A)(2)(a). In addition to the information ~~that was required on the original application, this~~ the new application shall include documentation of all professional activities of the applicant since the date of the original application.
 - c. ~~If the applicant who fails an examination three or more times subsequently passes an Arizona approved examination in another jurisdiction at or above the passing score required in Arizona on the date the examination was taken, the Board shall not accept a new application as complete until the applicant completes the remedial program described in subsection (A)(1)(a).~~
- 23. If an applicant who has been accepted to sit for a Board examination fails to appear at the time scheduled for the commencement of the examination or any specific parts part thereof, the applicant loses shall lose eligibility to sit for that examination and shall reapply and pay another application fee. The Board may waive payment of another examination fee under extraordinary circumstances.
- 34. The Board may shall deny a license on the grounds that an applicant has violated or attempted to violate the restrictions governing any licensing examination or the administration of an examination, as listed hereafter: if an applicant commits any of the following acts:

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- a. ~~Violating~~ Violates the security of the examination materials;
- b. ~~Removing~~ Removes any examination materials from the examination room ~~any examination materials~~;
- c. ~~The xerographic, photographic, or other reproduction of~~ Reproduces any portion of the licensing examination;
- d. ~~Aiding the xerographic, photographic, or other mechanical~~ Aids in the reproduction or reconstruction of any portion of the licensing examination;
- e. ~~Paying or using~~ Pays or uses another person to take a licensing examination for the applicant or to reconstruct any portion of the licensing examination;
- f. ~~Obtaining~~ Obtains examination material, either before, during, or after an examination, or ~~using or purporting~~ uses or purports to use any examination materials which were removed or taken from any examination for the purpose of instructing or preparing applicants for examinations;
- g. ~~Selling, distributing, buying, receiving, or having~~ Sells, distributes, buys, receives, or has possession of any portion of a future, current, or previously administered licensing examination that ~~has is not been~~ is not authorized for release to the public by the Board or its authorized agent;
- h. ~~Communicating~~ Communicates with any other examinee during the administration of a licensing examination;
- i. ~~Copying~~ Copies answers from another examinee or ~~permitting answers to be copied~~ permits the copying of answers by another examinee;
- j. ~~Possessing~~ Possesses during the administration of the licensing examination any books, equipment, notes, written or printed materials, or data of any kind, other than material distributed during the examination; or
- k. ~~Impersonating~~ Impersonates another examinee.

B. ~~Written~~ National Examination

1. ~~Pursuant to Under A.R.S. §§ 32-2063 and 32-2072, the Board shall administer the a national written examination for the licensure of a psychologist provided by the Association of State and Provincial Psychology Boards for the licensure of a psychologist. An applicant whose credentials were approved by the Board to take a national examination shall be considered to have passed passes the test examination if the applicant's score received equals or exceeds at least 70% of the total possible score the passing score recommended by the Association of State and Provincial Psychology Boards. The Board shall notify the applicant shall be notified in writing of the test examination results as provided to the Board by when the Board receives the results from the testing service Association of State and Provincial Psychology Boards.~~
2. ~~No inspection is allowed of a written examination administered by the~~ The Board shall not allow inspection of a national examination.

C. ~~Oral~~ Additional Examination

1. An applicant shall pass a national examination before being permitted by the Board to take the additional examination.
2. ~~The oral examination, pursuant to Under A.R.S. § 32-2072(A), shall consist of a panel of two or more examiners asking each applicant questions the Board may administer an additional examination to determine the competency of the applicant's knowledge and application of Arizona law. The additional examination may also cover to the practice of psychology, ethical conduct, and psychological assessment and treatment practices. The panel of examiners shall be chosen by the Board from a group of Arizona licensed psychologists.~~
 - a. The Board may review and approve the additional examination before administration. The additional examination may be developed by the Board, a committee of the Board, consultants to the Board, or independent contractors.
 - b. The additional examination may be administered by the Board, a committee of the Board, consultants to the Board, or independent contractors.
 - c. Applicants, examiners, and consultants to the Board shall execute a security acknowledgment form stating that they shall maintain examination security.
2. ~~At least 15 calendar days prior to the oral licensing examination, the Board shall notify the applicant by correspondence, that is addressed to the applicant's address of record, of the subject areas to be tested and the applicant shall be examined only in those areas. Failure of the applicant to receive the aforementioned notification shall not constitute grounds for excusing the applicant from taking the scheduled oral examination. Applicants are responsible for communicating with the Board's administrative staff to obtain the aforementioned notification, notwithstanding the Board's intent to give notice by mail.~~
 - a. ~~An applicant shall be deemed to have passed the oral examination if the score obtained is at least 75% of the total possible score. Applicants shall be notified in writing of their examination results. An applicant who fails to receive a score of at least 75% of the total possible score in an oral examination shall be given reasons in writing why the failing score was issued.~~
 - b. ~~The Board shall keep a recording at the Board office of each oral examination for at least two years following the date of the examination.~~
 - c. ~~Scoring of the oral examination shall be performed by each examiner on the panel on uniform grading sheets provided by the Board. The mean score, calculated by averaging the score given by each examiner on the panel,~~

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- shall constitute the applicant's final score. Only the mean score, not the score assigned by each of the examiners on the panel, shall be disclosed to the applicant.
- d. ~~An applicant who believes that an examiner on the oral examination panel may be biased against or for the applicant's application shall notify the person administering the examination as soon as the applicant becomes aware of the perceived bias.~~
3. ~~All requests for reconsideration of the results of an oral examination shall be submitted in writing to the Board office within 30 days following the notification of failure of the examination.~~
- a. ~~Upon timely request by an applicant, the Board shall reconsider the results of a failed oral examination if the applicant received a score between 72.5% and 74.9% of the total possible score. The Board may reconsider the results of an oral examination if the applicant received a score of less than 72.5% of the total possible score.~~
- b. ~~The review for reconsideration of an oral examination shall be conducted by one or more of the Board members and their findings shall be subject to the approval of the Board at the next regularly scheduled Board meeting.~~
- c. ~~Nothing in this Section shall be construed to deprive an applicant of the applicant's appeal rights provided by law.~~
4. ~~All examination materials, except those owned by an examination service, shall be retained by the Board at the Board office for a period of two years after the date of the examination. An applicant may inspect an oral examination grading sheet or the recording of an oral examination at the Board office during the hours of 8 a.m. to 5 p.m., Monday through Friday, excluding holidays, if such request is made in writing to the Board within one year following the date of the examination. No more than one inspection shall be allowed prior to the expiration of the time to file a written request for reconsideration. Applicants who were informed that they passed the oral examination, or failing applicants who do not wish to request Board reconsideration, shall be allowed to inspect once an oral examination grading sheet or the recording of an oral examination at the Board's offices after the time has expired for failing applicants to submit requests for reconsideration. At the time of inspection, only the person who took the examination and a representative of the Board shall be present.~~
5. ~~Diplomates and applicants who received a passing score on a previous written examination pursuant to A.R.S. § 32-20728 are exempt from the written examination but shall take the oral examination.~~
6. ~~An applicant shall pass the written examination before being permitted by the Board to take the oral examination.~~

R4-26-205. Renewal of License

- A.** ~~The Board considers license renewal applications shall be considered timely filed received by the Board if delivered to the Board's office and received by the Board's personnel or if mailed to the Board's address by the United States mail and date stamped or postmarked before May 1 of the year that the license expires.~~
- B.** A renewal application form provided by the Board, signed and dated by the licensee, shall contain:
1. Applicant's name, business and home addresses, social security number, license number, business and home telephone numbers, gender, date of birth, and preference designation for directory and mailing addresses;
 2. Whether the applicant is currently licensed or certified as a psychologist in another jurisdiction, and if so, where;
 3. Whether the applicant is currently a licensed or certified member of another profession, and if so, which profession and where;
 4. Whether the applicant is a diplomate of the American Board of Professional Psychology, and if so, in which specialties;
 5. Whether the applicant is a fellow, member, or associate of the American Psychological Association;
 6. Whether the applicant is a member of other professional associations and if so, which ones;
 7. Whether the applicant is a member of any hospital staff or provider panel and if so, which ones;
 8. Whether the applicant has completed the required 60 hours of continuing education; and if not, an explanation of the reasons;
 9. Whether the applicant has been denied a license or certificate to practice any profession by any state or Canadian province;
 10. Whether the applicant has ever relinquished responsibilities, resigned a position, or been fired while a complaint was pending against the applicant;
 11. Whether the applicant has ever resigned or been terminated from a professional organization, hospital staff, or provider panel or surrendered a license while a complaint against the applicant was being investigated or adjudicated;
 12. Whether the applicant has been disciplined by any agency or regulatory board of a state or Canadian province, or by any professional organization, hospital staff, or provider panel for acts pertaining to the applicant's conduct as a psychologist or as a professional in any other field, and if so, a report of those actions including the name and address of the disciplinary agency, the nature of the action, and a statement of the charges and findings;
 13. Whether the applicant has been convicted of a felony or a misdemeanor other than a minor traffic offense in any state or country;

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14. Whether the applicant is currently under investigation by any professional organization, hospital staff, or provider panel of which the applicant is a member or governmental regulatory board or agency concerning the ethical or legal propriety of the applicant's conduct;
 15. Whether the applicant has been sued in civil or criminal court pertaining to the applicant's practice as a psychologist, the applicant's work under a license or certificate in another profession, or the applicant's work as a member of a particular profession;
 16. Whether the applicant is delinquent in payment of a judgment for child support;
 17. Whether the applicant has had an application for membership to any professional organization rejected, or has had any professional organization, ethics committee, or health care institution suspend or revoke the applicant's membership or placed the applicant on probation or otherwise censured the applicant for unethical or unprofessional conduct or other violation of eligibility or membership requirements;
 18. Whether the applicant has any condition that in any way impairs or limits the applicant's ability to safely and effectively practice psychology in Arizona;
 19. Whether the applicant is requesting any of the following inactive status options:
 - a. Mental or physical disability;
 - b. Voluntary inactive status;
 - c. Retirement; or
 - d. Medical or Inactive continuation;
 20. Whether the applicant is requesting expired status;
 21. A signed attestation of the veracity of the information provided; and
 22. Any other information authorized by statute.
- C.** A licensee who applies for renewal in a timely manner, but fails to complete the required 60 hours of continuing education, may reinstate an expired license and continue practicing between May 1 and July 1 by paying a reinstatement fee in addition to the regular renewal fee, under A.R.S. § 32-2074(B). The licensee shall have until July 1st of the same year to complete the continuing education requirements.
- D.** A licensee who fails to complete the required 60 hours of continuing education by July 1st and has reinstated a license under subsection C shall have from July 1st of the renewal year to May 1st of the next year to complete the continuing education requirements by paying an additional delinquent compliance fee.
- E.** If as a result of an audit of continuing education records, the Board disallows some or all of a licensee's credit hours for failure to conform to the standards listed in R4-26-207, and the remaining hours are less than the number required, the licensee shall fail to satisfy the continuing education requirements. The licensee shall have 90 days from the mailing date of notification of disallowance to complete the continuing education requirements for the past reporting period and, upon such completion shall provide the Board with an affidavit documenting how the disallowance has been cured. If the Board does not receive an affidavit of cure within 90 days of the mailing date of notification of disallowance, or the Board deems the affidavit insufficient, the Board may proceed to take disciplinary action under A.R.S. § 32-2081.

R4-26-206. Inactive Status

To determine whether a psychologist has maintained and updated the professional knowledge and capability to resume active practice as a psychologist when considering reinstatement of a psychologist on inactive status to active status, pursuant to A.R.S. § 32-2073(G), the Board shall determine whether the psychologist has satisfied the continuing education requirements applicable to psychologists on active status. Psychologists who have, while on inactive status, fulfilled the continuing education requirements of a psychologist on active status shall be presumed to have maintained and updated their professional knowledge and capability to practice as a psychologist, unless the Board is presented with evidence to the contrary. A psychologist with an inactive status license may apply to the Board for reinstatement of the license to active status. The application shall include the status of the applicant's professional continuing education, if any. The Board shall determine if an applicant has been or is in violation of any provisions of this chapter and if an applicant has maintained and updated the applicant's professional knowledge and capability to practice as a psychologist. If an applicant has not completed professional continuing education equal to that of a psychologist with a active status license or the Board determines that an applicant does not possess the professional knowledge and capability to practice as a psychologist, the Board may require the applicant to take or retake the licensure examinations and may require other knowledge or skill training experiences before reinstatement.

R4-26-207. Continuing Education

- A.** A licensee shall complete a minimum of 60 hours of continuing education shall be completed during each two-year 2-year license renewal period. One clock hour of instruction, training, preparation of a published book or journal article, or making a presentation shall equal ~~one~~ 1 continuing education credit.
1. For newly licensed individuals, during any license renewal period, the continuing education requirement shall be prorated from the time of a new applicant's licensure. Psychologists licensed for less than 2 years shall accrue continuing education credit based on the number of weeks remaining between the date of their licensure and May 1 of the next renewal year.

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2. ~~The date of Board correspondence giving new licensees notice of official licensure shall be the time from which the prorating of the continuing education requirement shall begin for a new licensee. Continuing education hours are prorated from the date of the Board correspondence notifying a new licensee of licensure. The prorating of the Prorated continuing education requirement hours are shall be calculated by counting, from the week following the date of licensing of a new licensee new licensure notification, the number of weeks remaining until May 1 of the next renewal year. That number shall serve as a is the numerator of a fraction, and 104, the total number of weeks in the renewal period, shall be is the denominator of the fraction. This fraction shall then be is multiplied by 60, the total number of continuing education hours required, to calculate the minimum number of continuing education hours required for the license renewal period. The same fraction shall be is used to calculate the minimum number of continuing education hours required in each of the three categories listed in subsection (B). Calculations that result in a fractional number shall be are rounded to the next largest whole number.~~
- B. During the ~~two~~ 2-year license period, a licensee shall obtain a minimum of 40 hours from Category I as described hereafter; and, no more than in subsection (B)(1). The other 20 required continuing education hours may be from Category I or Category II to satisfy the total number of hours of instruction during the two-year license period.
 1. ~~Category I shall consist of courses, seminars, workshops, home studies with certificates of completion, and post-doctoral studies includes:~~
 - a. A course, seminar, workshop, or home study with certificate of completion, and post-doctoral study sponsored by a regionally accredited university or college, as described listed in A.R.S. § 32-2071(A)(1), providing that provides a graduate-level degree program; or
 - b. A continuing education programs offered by national, international, regional, or state associations, societies, boards, or continuing education providers, if:
 - i. at least 75% of the content of the educational experience is primarily (for example, 75% or more) concerning subjects related to the "practice of psychology", as defined in A.R.S. § 32-2061(8); and
 - ii. Instructors shall meet A program's instructor meets the qualifications stated in subsection (C);
 - c. Attending a Board meeting. A licensee shall receive 4 continuing education hours for attending a full-day Board meeting and 2 continuing education hours for attending a half-day Board meeting. These Board-approved continuing education hours may not be accepted outside the State of Arizona. A licensee shall complete documentation provided by the Board at the time of Board meeting attendance. The Board shall accept no more than 10 continuing education hours obtained by attending a Board meeting from a licensee for each renewal period; or
 - d. Serving as a complaint consultant. A licensee who serves as a Board complaint consultant may receive continuing education hours equal to the actual number of hours served as a complaint consultant up to a maximum of 20 continuing education hours per renewal period. Continuing education hours received for complaint consultation may not be accepted outside the State of Arizona.
 2. ~~Category II shall consist of includes self study, study groups, publication of authored or co-authored psychology books or psychology book chapters, or publication of articles in peer-reviewed psychology journals, or presentation of symposia or papers at a state, regional, national, or international psychology meeting, or attendance at or participation in case conferences.~~
- C. ~~Qualifications of continuing education instructors shall be~~ A continuing education instructor's qualifications are subject to unannounced review by the Board. A continuing education instructors shall:
 1. ~~either be Be currently licensed or certified in their the instructor's profession or employed as a faculty member, working work at least 20 hours a each week; as a faculty member at a regionally accredited college or university, as described listed in A.R.S. § 32-2071(A);~~
 2. ~~be Be a fellow of the American Psychological Association or American Psychological Society; as defined in R4-26-101 or a diplomate as defined by R4-26-101(4); in R4-26-101; or~~
 3. Demonstrate competence and expertise in the subject or material the instructor teaches by having an advanced degree, teaching experience, work history, authored professional publication articles, or presented seminars in that subject or material.
- D. ~~A psychologist licensed by the Board licensee who organizes and presents a workshop, seminar, symposium, or course for continuing education credits continuing education activity shall receive the same number and category, reflected in subsections (B)(1) or (2); of continuing education credits hours described in subsection (B) as those persons attending the continuing education function. Credit shall be applied The Board shall allow credit only once in a two 2-year license renewal period for organizing and presenting a continuing education function on the same topic or content area.~~
- E. ~~Psychologists A licensee elected to offices an officer position in an international, national, regional, or state psychological associations or societies society, or appointed to a government psychology boards or committees, may shall receive a maximum of ten 10 Category I continuing education credits hours for each renewal cycle under Category I, reflected in subsection (B)(1); for their work in those positions.~~
- F. Each licensee shall keep ~~records to demonstrate to the Board documents that substantiate completion of continuing education credits hours for the two 2 previous, consecutive, license renewal periods. Documents that verify continuing education completion shall include a certificate of attendance, statement signed by the provider verifying participation in the~~

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activity, official transcript, or documents indicating a licensee's participation as an elected officer or appointed member as specified in subsection (E). The Board shall accept a signed affidavit to document self study activity which includes a description of the activity, the subject covered, the dates, and the number of hours involved.

- G. The Board may audit a licensee's compliance with continuing education requirements. ~~Failure~~ The Board may deny renewal or take other disciplinary action against a licensee who fails to document required continuing education hours credits may result in nonrenewal of a license or other disciplinary action. A licensee who commits fraud, deceit, or misrepresentation regarding continuing education ~~credits~~ hours may be disciplined by the Board.
- H. A licensee who cannot meet the continuing education requirement for good cause may ~~submit a written request to the Board, with all appropriate fees, seeking~~ seek an extension of time to complete the continuing education requirement ~~by submitting a written request to the Board, including the renewal fee.~~
1. Good cause ~~shall be~~ is limited to licensee illness, military service, or residence in a foreign country for at least 12 months of the license renewal period.
 2. A licensee shall submit a request for extension ~~Requests for extensions shall be submitted~~ on or before the expiration of a license, as provided by statute. A time extension shall not exceed one year.
 3. ~~Licensees~~ A licensee who cannot complete the continuing education requirement within the time extension may apply to the Board for inactive license status ~~pursuant to~~ under A.R.S. § 32-2073(E).
- I. ~~The Board shall not allow continuing~~ Continuing education hours in excess of the 60 required hours ~~shall not to~~ be carried beyond the ~~two-year~~ 2-year renewal period in which they were accrued.
- J. Courses, workshops, seminars, or symposia designed to increase income or office efficiency ~~shall~~ are not be eligible for continuing education ~~credits~~ hours.

R4-26-208. Timeframes for Processing Applications

- A. The overall timeframe described in A.R.S. § 41-1072(2) for each type of approval granted by the Board is listed in Table 1.
1. An applicant and the Board's Executive Director may agree in writing to extend the substantive review timeframe and the overall timeframe. Any extension shall not exceed 25% of the overall timeframe.
- B. The administrative completeness review timeframe described in A.R.S. § 41-1072(1) for each type of approval granted by the Board is listed in Table 1.
1. The administrative completeness review timeframe begins, for approval or denial:
 - a. To take the national examination, on the date the Board office receives an application packet and ends on the date the Board office sends an applicant a written notice of administrative completeness;
 - b. To take the additional examination, if applicable, on the date the Board office receives an application packet for an additional examination, and ends on the date the Board office sends an applicant a written notice of administrative completeness of the additional examination packet;
 - c. Of a temporary license for an applicant licensed in another jurisdiction, on the date the Board office receives an application packet from the applicant and ends on the date the Board office sends the applicant a written notice of administrative completeness;
 - d. Of a license, on the date an applicant takes the additional examination and ends on the date the Board office notifies the applicant that the applicant has completed the additional examination;
 - e. Of a license renewal application, on the date the Board office receives a renewal application packet and ends on the date the Board office sends an applicant a written renewal approval or a written notice of completeness, whichever comes first;
 - f. Of a request for reinstatement of an expired license, on the date the Board office receives the request for reinstatement and ends on the date the Board office sends an applicant a written renewal approval or a written notice of completeness, whichever comes first; and
 - g. Of a request for an extension in which to complete continuing education requirements, on the date the Board office receives a request for extension, and ends on the date the Board office sends an applicant written notice of completeness of the request.
 2. If an application packet is incomplete, the Board shall send an applicant a written notice specifying the missing document or incomplete information. The administrative completeness review timeframe and the overall timeframe are suspended from the date of mailing this notice until the date the Board receives a complete application packet from the applicant. An applicant shall supply the missing information within the time specified in Table 1 from the date of the notice. If the applicant fails to do so, the Board may close the file unless the applicant requests a denial of the application within 30 days from the date of the notice. An applicant whose file has been closed and who later wishes to become licensed shall reapply.
 3. If a renewal application is incomplete, the Board shall send an applicant a written notice specifying deficiencies. The administrative completeness timeframe and the overall timeframe are suspended from the date of mailing this notice until the date Board receives a complete application packet from the applicant.
 4. Once an application packet is complete, the Board shall send a written notice of administrative completeness to an applicant.

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- C.** The substantive review timeframe described in A.R.S. § 41-1072(3) is listed in Table 1.
1. The substantive review timeframe begins for approval or denial of:
 - a. An application to take the national examination, on the date the Board sends an applicant written notice of administrative completeness and ends on the date the Board approves or denies the application to take the national examination;
 - b. An application to take the additional examination, on the date the Board sends the applicant written notice of administrative completeness and ends on the date the Board approves or denies the application to take the additional examination;
 - c. A temporary license, on the date the Board sends an applicant written notice of administrative completeness and ends on the date the Board approves or denies the temporary license;
 - d. A license, on the date the Board sends an applicant written notification that the applicant has completed the additional examination, if applicable, and ends on the date the Board ~~grants~~ approves or denies the ~~license~~ application;
 - e. An application for license renewal, on the date an applicant submits a complete renewal application packet and ends on the date the Board approves or denies the renewal application;
 - f. A request for reinstatement of an expired license, on the date the Board sends written notice of administrative completeness and ends on the date the Board approves or denies the request; and
 - g. A request for an extension in which to complete continuing education requirements, on the date the Board office sends an applicant written notice of completeness and ends on the date the Board approves or denies the request.
 2. During the substantive review timeframe, the Board may make 1 comprehensive written request for additional information or documentation. The timeframe for the Board to complete the substantive review is suspended from the date of mailing the comprehensive written request for additional information or documentation until the Board receives the additional information or documentation.
- D.** The Board shall send a written notice of approval to an applicant who meets the qualifications in A.R.S. § 32-2071 through § 32-2076.
- E.** The Board shall send a written notice of denial to an applicant who fails to meet the qualifications in A.R.S. § 32-2071 through § 32-2076.
- F.** The Board shall send a renewal certificate to an applicant who meets the requirements of A.R.S. § 32-2074 and R4-26-205.
- G.** The Board shall send a written notice of expiration of license to an applicant who fails to meet the requirements of A.R.S. § 32-2074 and R4-26-207. The notice of expiration is fully effective upon mailing to the applicant's last known address of record in the Board's file.
- H.** If a timeframe's last day falls on a Saturday, Sunday, or an official state holiday, the timeframe ends on the next business day.

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Table 1. Timeframes (in Days) for Processing Applications

Type of Timeframe	Statutory or Rule Authority	Administrative Completeness Timeframe	Time to Respond to Notice of Deficiency	Substantive Review Time-frame	Time to Respond to Request for Additional Information	Overall Time-frame
Approval or denial to take the national examination	A.R.S. § 32-2071; § 32-2071.01; § 32-2072; R4-26-204	30	240	60	240	90
Approval or denial to take additional examination	A.R.S. § 32-2071; § 32-2071.01; § 32-2072; R4-26-204	30	240	60	240	90
Approval or denial to issue temporary license	A.R.S. § 32-3071 A.R.S. § 32-2073	30	240	60	240	90
Approval or denial for licensure	A.R.S. § 32-2071; § 32-2071.01	30	240	60	240	90
Approval or denial of application for renewal of license	A.R.S. § 32-2074 R4-26-205	60	No time specified	90	No time specified	150
Approval or denial of renewal application for reinstatement	A.R.S. § 32-2074; R4-26-206	60	No time specified	90	No time specified	150
Approval or denial of extension for continuing education requirement	A.R.S. § 32-2074 R4-26-207	60	No time specified	90	No time specified	150

R4-26-209. General Supervision

~~In the context of supervised activity referred to in~~ Under A.R.S. § 32-2071, a supervising psychologist shall not supervise a member of ~~their the~~ psychologist's immediate family, an individual with whom ~~they have~~ the psychologist has any substantial financial interest as defined by ~~A.R.S. § 32-502(11)~~ A.R.S. § 38-502(11), or ~~their the~~ psychologist's employer.

R4-26-210. Internship or Training Experience

The Board shall use the following criteria to determine if internship or training experience complies with A.R.S. § 32-2071(D):

- ~~A.1. The applicant shall provide documentation to establish that~~ That the written statement required in A.R.S. § 32-2071(D)(9) corresponds to the training program that the applicant completed;
- ~~B.2. Pursuant to A.R.S. § 32-2071(D)(2), That the supervisor shall be~~ was available to the person being supervised when decisions ~~are were~~ made regarding emergency psychological services provided to a client as required in A.R.S. § 32-2071(D)(2);
- ~~C. Pursuant to A.R.S. § 32-2071(D)(2), in non-emergency situations, the supervisor shall have written procedures to be followed in the event the supervisor is unavailable;~~
- ~~D.3. Course~~ That course work used to satisfy the requirements of A.R.S. § 32-2071(A) or dissertation time ~~shall not be~~ is not credited toward the time required by A.R.S. § 32-2071(D)(6);
- ~~E.4. Pursuant to A.R.S. § 32-2071(D)(6)(a), two~~ That 2 hours a week of other learning activities required in A.R.S. § 32-2071(D)(6) may include:
 - ~~1a.~~ Case conferences involving a case in which the trainee was actively involved;

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- 2b. Seminars involving clinical issues;
- 3c. Co-therapy with a professional staff person including discussion;
- 4d. Group supervision; or
- 5e. Additional individual supervision;

~~F.5. Pursuant to A.R.S. § 32-2071(D)(7), That~~ a training program ~~that has one trainee shall have had~~ the trainee work with other doctoral level psychology trainees and ~~shall include~~ included in the written statement required in A.R.S. § 32-2071(D)(9) a description of the program policy specifying the opportunities and resources provided to the trainee for working or interacting with other doctoral level psychology trainees in the same or other sites;

~~G.6. Time That time~~ spent fulfilling academic degree requirements such as course work applied to the doctoral degree, practicum, field laboratory, dissertation, or thesis credit ~~shall not be~~ is not credited toward the 1,500 hours of professional experience hours required by A.R.S. § 32-2071(D). This rule does not restrict a student from participating in activities designed to fulfill other doctoral degree requirements; however, the Board shall not credit such time ~~shall not be credited~~ toward the hours required by A.R.S. § 32-2071(D); and

~~H.7. To That~~ to satisfy the first 1,500 hours required by A.R.S. § 32-2071(D), the written statement required pursuant to under A.R.S. § 32-2071(D)(9) ~~shall have been~~ was established by the time the student began training. Acquiring The Board shall not accept experience or ~~claiming~~ credit for the past activities ~~shall not be accepted~~ as a training program or a pre-doctoral internship.

R4-26-211. Foreign Graduates

- A. ~~Pursuant to Under~~ A.R.S. § 32-2071(B), an applicant for licensure whose application is based on graduation from a foreign institution of higher education shall provide the Board with documents and evidence to establish that the applicant's formal education is equivalent to a doctoral degree in psychology from a regionally accredited institution as described in A.R.S. § 32-2071(A).
- B. ~~The An~~ applicant shall provide the following information to the Board:
1. An original and a copy of the doctoral diploma or certificate of graduation. The original shall be returned, and the copy shall be retained by the Board.
 2. An official transcript, containing an original university seal or comparable document recording all course work completed.
 3. A certified English translation of all documents submitted.
 4. Evidence of completion of the requirements of A.R.S. § 32-2071(C)(D) and (E).
 5. Evidence that the doctoral dissertation or project was primarily psychological. The Board may require the applicant to submit the doctoral dissertation or project.
 6. A statement prepared by the applicant, based upon the documents referred to in this Section, indicating the chronological sequence of studies and research. The format of this statement shall be comparable to a transcript issued by United States universities.

ARTICLE 3. REGULATION

R4-26-303. Titles

~~The use of A person shall not use a designations that claims a potential or future degree or qualification such as "Ph.D. (Cand);", "Ph.D. (ABD);", "License Eligible;", "Candidate for Licensure", or "Board Eligible" are not titles that designate trainee status as described in A.R.S. § 32-2071(D)(8), nor do such titles qualify for exemption under A.R.S. § 32-2075(A)(2) or (3). The use of a titles title that claims claim a potential or future degree or qualification may be construed by the Board as is a violations of A.R.S. §§ 32-2061(13)(c), 32-2071.01(3), and 32-2084 A.R.S. § 32-2061, et seq.~~

R4-26-308. Rehearing or Review of Decision

- A. Except as provided in subsection (G)-, any party in a contested case before the Board of Psychologist Examiners who is aggrieved by a Board order or decision rendered in such case may file with the Board of Psychologist Examiners, not later than ~~ten~~ 30 days after service of the decision, a written motion for rehearing or review of the decision specifying the particular grounds ~~therefor~~ for rehearing or review. For purposes of this subsection, a Board order or decision shall be deemed to have been is served when personally delivered or mailed by certified mail to the party at the party's last known residence or place of business.
- B. A motion for rehearing or review may be amended at any time before it is ruled upon by the Board. A response may be filed within ~~ten~~ 15 days after service of such motion or amended motion by any other party. The Board may require written briefs upon the issues raised in the motion and may provide for oral argument. A party who files pleadings or other documents with the Board shall file an original and 11 3-hole punched copies.
- C. A rehearing or review of ~~the a~~ a Board order or decision may be granted for any of the following causes materially affecting the moving party's rights:
1. An irregularity in the administrative proceedings of the agency, ~~or~~ its hearing officer, or the prevailing party, or any order or abuse of discretion, whereby the moving party was deprived of a fair hearing;

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2. Misconduct of the Board, ~~or~~ its hearing officer, or the prevailing party;
 3. ~~An~~ accident or surprise ~~which could not have been that could not be~~ prevented by ordinary prudence;
 4. Newly discovered material evidence ~~which that~~ could not with reasonable diligence ~~have been be~~ discovered and produced at the original hearing;
 5. Excessive or insufficient penalties;
 6. An error in the admission or rejection of evidence or other errors of law occurring at the administrative hearing or during the progress of the case; or
 7. ~~That the A Board order or decision that~~ is not justified by the evidence or is contrary to law.
- D.** The Board may affirm or modify ~~the a Board order or~~ decision or grant a rehearing or review to all or any of the parties and on all or part of the issues for any of the reasons set forth in subsection (C). An order granting a rehearing or review shall specify ~~with particularity~~ the grounds on which the rehearing or review is granted, and the rehearing or review shall cover only those matters so specified.
- E.** Not later than ~~ten~~ 30 days after a Board order or decision is rendered, the Board may on its own initiative order a rehearing or review of its order or decision for any reason ~~which it might have granted a rehearing on motion of a party specified in subsection (C).~~ After giving the parties or their counsel notice and an opportunity to be heard on the matter, the Board may grant a motion for rehearing or review for a reason not stated in the motion. In either case the order granting such a rehearing or review shall specify the grounds ~~therefor~~ for rehearing or review.
- F.** When a motion for rehearing or review is based upon affidavits, they shall be served with the motion. An opposing party may, within ~~ten~~ 15 days after such service, serve opposing affidavits, ~~which period may be extended for not more than 20 days by~~ The Board for good cause ~~shown~~ or by written stipulation agreement of ~~the all~~ parties may extend for not more than 20 days the period for service of opposing affidavits. Reply affidavits may be permitted.
- G.** ~~If in a particular decision the Board makes specific findings finds~~ that the immediate effectiveness of ~~such a Board order or~~ decision is necessary for the immediate preservation of the public peace, health, and safety and that a rehearing or review of the Board order or decision is impracticable, unnecessary, or contrary to the public interest, the Board order or decision may be issued as a final order or decision without an opportunity for a rehearing or review. If a Board order or decision is issued as a final order or decision without an opportunity for rehearing or review, any application for judicial review of the order or decision shall be made within the time permitted for final orders or decisions.
- H.** For purposes of this Section, ~~the terms~~ “contested case” and “party” ~~shall be~~ is defined as provided in A.R.S. § 41-1001.
- I.** To the extent that the provisions of this Section are in conflict with the provisions of any statute providing for rehearing or review of orders or decisions of the Board, such statutory provisions shall govern.